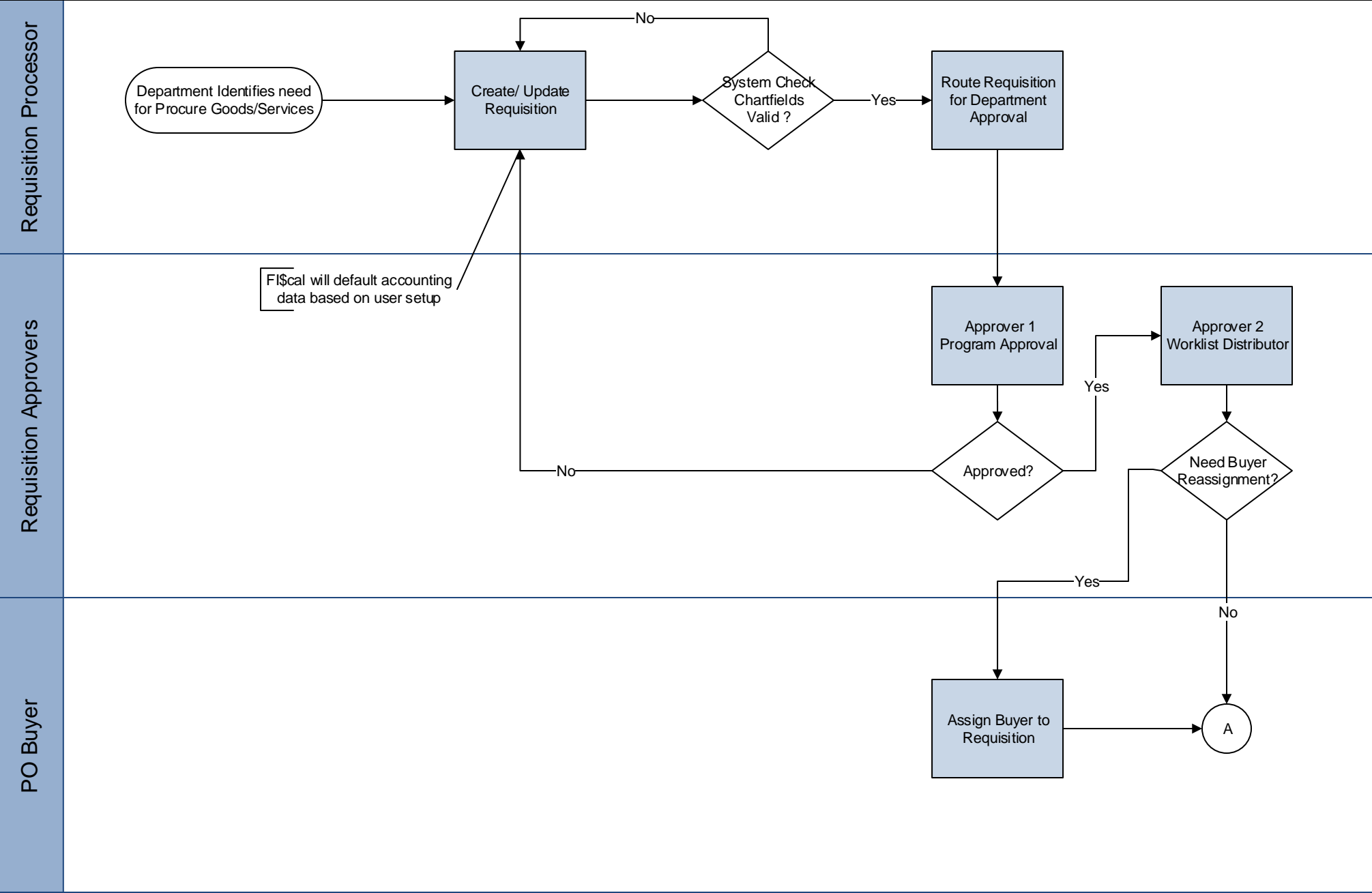


## Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

Template Key	<div data-bbox="216 318 438 415"> <p>Start/ End</p> </div> <div data-bbox="491 337 1010 391"> <p><b>Start/End</b> - Indicates point at which the process begins or ends. Does not represent any activity.</p> </div> <div data-bbox="222 459 422 607"> <p>Decision</p> </div> <div data-bbox="491 480 1031 558"> <p><b>Decision</b> - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.</p> </div> <div data-bbox="235 630 430 781"> <p>System Activity</p> </div> <div data-bbox="491 682 1024 734"> <p><b>System Task</b> - Represents an individual step or activity in Fi\$Cal.</p> </div> <div data-bbox="241 816 430 958"> <p>Manual</p> </div> <div data-bbox="491 823 1045 876"> <p><b>Manual Task</b> - Represents an individual step or activity in the process that is made out of Fi\$Cal.</p> </div> <div data-bbox="199 1000 428 1133"> <p>Input</p> </div> <div data-bbox="478 997 1020 1075"> <p><b>Input Documents</b> – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.</p> </div> <div data-bbox="1161 323 1247 406"> <p>A</p> </div> <div data-bbox="1381 323 1915 425"> <p><b>Connector</b> - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.</p> </div> <div data-bbox="1115 456 1295 558"> <p>Interface</p> </div> <div data-bbox="1371 501 1833 553"> <p><b>Interface</b> – Data conversion from one electronic system to another.</p> </div> <div data-bbox="1115 605 1310 750"> <p>Batch Process</p> </div> <div data-bbox="1381 610 2016 688"> <p><b>Batch Process</b> - Represents a batch process within Fi\$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p> </div> <div data-bbox="1150 800 1268 821"> </div> <div data-bbox="1381 792 1499 818"> <p><b>Flow Arrow</b></p> </div> <div data-bbox="1115 842 1356 1008"> <p>Intra Integration Process</p> </div> <div data-bbox="1371 888 1894 940"> <p><b>Intra Integration Process</b> - A input or Output to some other process within the same capability</p> </div> <div data-bbox="1104 1039 1346 1180"> <p>Output</p> </div> <div data-bbox="1396 1063 1940 1141"> <p><b>Output Documents</b> - An electronic document that is created by the process and can be printed (for example – any kind of report).</p> </div>
Role	<p>Swim lanes used to indicate which user role has <u>primary responsibility</u> for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.</p>

Create and Approve Requisition To-Be Process (Page 1)



Create and Approve Requisition To-Be Process (Page 2)

